



February 5, 2004

Dear Principal:

The Montgomery County Volunteer Center is pleased to announce the *Marriott Spirit to Serve Community Service Awards 2004*. These awards recognize schools that provide outstanding, organized community service efforts. Selected schools will each receive a \$500 cash award. The awards also salute the accomplishments of individual volunteers and groups whose efforts make a crucial difference to an organization and the clients it serves.

The *Marriott Spirit to Serve Community Service Awards* offer schools an opportunity to showcase their community service efforts and to recognize the people in the schools who are responsible for leading the programs. Four schools will be honored at a special ceremony and reception on April 28.

To nominate your school, please fill out the enclosed application form and mail it to our office at 401 Hungerford Drive, 1st floor, Rockville, Md. 20850. You may also fax the application to 240-777-2601. The deadline for nominations is March 5, 2004. If you have any questions, please don't hesitate to call the Volunteer Center at 240-777-2600.

On another note, the Montgomery County Volunteer Center often works with large groups of volunteers who want to do work in the schools. We recently had a group of 40 volunteers who constructed and hung 33 bulletin boards in Viers Mill Elementary School. If you have projects including painting, cleaning, sorting, decorating, etc., please complete the enclosed One Time Event form and mail or fax it to the Volunteer Center. We do not guarantee that we will be able to meet all of your needs, but we will certainly try!

Sincerely,

Andrea Jolly
Director



MARRIOTT SPIRIT TO SERVE

Community Service Award 2004

Application Directions

Marriott International, Inc., in cooperation with the Montgomery County Volunteer Center, has established an award to recognize schools that provide outstanding, organized community service efforts. The *Marriott Spirit to Serve Awards 2004* will recognize one school in each of the following categories: Elementary, Middle, High and Private. Selected schools will receive a \$500 cash award donated by Marriott International and a banner which can be hung proudly in the school. The schools will be honored at a recognition ceremony on April 28, 2004.

Goal of the Award

This award program will recognize schools that demonstrate meaningful and comprehensive community service activities. The goal is to highlight the important role that schools play through their efforts to teach youth how to become lifelong contributors to their communities through service.

Eligibility

- All Montgomery County *public* and *private* schools are eligible to participate.
- We will consider only *one* application per school.
- Please designate a *contact person* (i.e. the principal, PTA president, volunteer coordinator, SSL coordinator, teacher or parent)
- Nominated community service projects/activities must have taken place between March 2003 and March 2004.

Application Deadline

All Applications must be received at the Montgomery Volunteer Center by *March 5, 2004*. Please mail the application to 401 Hungerford Drive, 1st Floor, Rockville, MD 20850 or fax it to 240-777-2601. Public schools may send their applications in the pony.

About the Application

The application consists of two parts: Part A provides details about the specific school applying for the award and its approach to community service. Part B describes the specific projects in which the school has participated. Please complete both sections. We will consider only the application and project information sheets as part of the selection process. *Please do not send additional material.*

Evaluation Guidelines

In preparing your application, please keep in mind that the judges will look for: broad-based collaborations; leadership support from all segments of the school community; projects that provide an opportunity for broad-based participation; projects that help students learn about the different efforts that go into good citizenship; and a system of evaluation that helps the school build on its successes and learn from failures.

If you need more information or additional copies of the *Marriott Spirit to Serve Award* application, please call the Montgomery County Volunteer Center at 240-777-2600 or e-mail your questions to volunteer@montgomerycountymd.gov.

MARRIOTT SPIRIT TO SERVE AWARD

School Profile

(Part A)

I. School Information: please fill in the specific details for your school.

School Name: _____

Address: _____

Phone: _____ Fax: _____

e-mail _____

Award Contact Person: _____

Phone: (Home) _____ (Work) _____

Category:

- ☐ MCPS Elementary School
- ☐ MCPS Middle School
- ☐ MCPS High School
- ☐ Montgomery County Private School Grades _____

Student Enrollment: _____

II. School Profile Narrative: Respond using no more than two double-spaced, single-sided (8 1/2 by 11 size) pages. In your narrative, please cover the following:

- ☐ Describe how community service projects are organized in your school. Please include a description of who provides leadership and the structure under which the program operates.
- ☐ Describe how you create an understanding in students, parents, and faculty about the value of community service and how they can participate in a meaningful way.
- ☐ Describe how you relate to the community around your school to identify needs and develop projects to meet them.
- ☐ Describe how you evaluate the outcome of a project and use it to direct future community service efforts.

Project Description
(Part B)

Your project(s) must demonstrate at least one of the following. Please check all that apply.

- ☐ Meets a community need
- ☐ Develops a partnership between the school and a nonprofit community-based organization
- ☐ Supports local government efforts
- ☐ Meets a need in another area of the country or world.

I. Project Title: _____

II. How long has the program been in existence: _____

III. Participation:

Number of participants: Students _____ Adults _____
Total hours: Students _____ Adults _____

IV. Project Profile Narrative: Please respond using no more than two double-spaced, single-sided (8 1/2 by 11 size) pages and provide a project narrative that includes the following descriptors:

- ☐ Performance Goals (What did you try to do)
- ☐ How needs were served (How did you do it)
- ☐ Project achievement (Evaluate your efforts)
- ☐ Educational aspects including skill enhancements for students
- ☐ Benefits of participation
- ☐ Continuing plans for project efforts if applicable

Mail or fax **by Friday, March 5, 2004**
Montgomery County Volunteer Center
401 Hungerford Drive
Rockville, Maryland 20850
Fax: 240-777-2601



MONTGOMERY COUNTY VOLUNTEER CENTER
Offices of the County Executive
401 Hungerford Drive, 1st Floor, Rockville, MD 20850
240-777-2600, FAX 240-777-2601
www.montgomeryvolunteer.org

For Office Use Only

Agency ID# _____

Rec'd _____

ONE-TIME EVENT

EVENT INFORMATION

DATE(S) AND TIME(S) NEEDED _____

EVENT TITLE _____

EVENT SITE _____

EVENT DESCRIPTION _____

VOLUNTEER INFORMATION

Volunteers you are recruiting:

___ Adults

___ Students seeking SSL hours (Agency must provide preparation, action & reflection needed for SSL hours)

If this position is appropriate for students seeking SSL hours, who would be their direct supervisor (ex. Activities Director, Office Manager, etc)? _____

VOLUNTEER DUTIES _____

MINIMUM NUMBER NEEDED _____ MAXIMUM NUMBER NEEDED _____

IS THIS EVENT SUITABLE FOR FAMILIES WITH CHILDREN? ☐ 0-5 yrs. ☐ 6-12 yrs. ☐ 13-18 yrs.

SPECIAL SKILLS, TOOLS OR MATERIALS VOLUNTEER NEEDS TO BRING _____

ADDITIONAL INFORMATION _____

AGENCY INFORMATION

AGENCY NAME _____

MISSION _____

CONTACT _____ PHONE _____

EMAIL _____ WEBSITE _____

